



GRANT PROGRAM FOR EMERGING TALENT AND MICRO-BUDGET PRODUCTION MANDATORY DOCUMENTATION CHECK LIST

All documents must be versioned, dated and signed if applicable.

Items #1-12 must be included in the online application under the Supporting Documentation tab at the time of submission for the analysis of the funding request.

- 1) Detailed story outline and project description.
- 2) Final screenplay (A treatment will be accepted for documentary and variety productions).
- 3) Detailed budget (locked, signed and dated).
- 4) Evidence of broadcaster or distributor commitment (if applicable).
- 5) Signed commitment letter(s) from ALL other financial participants.
- 6) Federal and provincial tax credit calculations including a detailed list of projected eligible Manitoba expenditures (if applicable).
- 7) Production schedule.
- 8) Detailed cast & crew list.
- 9) Resumes for key creative positions.
- 10) Detailed marketing and distribution plan, indicating target audience and market potential.
- 11) Complete chain of title documentation.
- 12) Co-production agreement between co-producers (if a co-production).

Items #13-21 are required to go to contract.

- 13) Signed long-form agreements for all financial participants (including broadcasters and distributors as applicable).
- 14) Insurance agreements and certificates showing Manitoba Film & Music as an additional insured and/or loss payee.
- 15) Void cheque for the bank account through which all production expenses will be paid.
- 16) Banking resolution showing cheque signing authority for the production account.

Items #17-21 are required to be uploaded to Applicant Profiles for all companies involved including the Applicant Company, Co-Production Companies and Parent Companies:

- 17) Business registration/Articles of incorporation.

- 18) Resolution of board of directors (indicating list of directors, officers, voting shareholders, and contract signing authority).
- 19) Most recent copy of the annual corporate return of information (if incorporated more than 1 year).
- 20) Most current financial statements (parent company statements if newly incorporated).
- 21) Production Company Bio/Experience.

Where applicable:

- 22) Information of commercial success of the work (if based on previous work).
- 23) One copy of original work (if applicable).
- 24) Any other relevant information.

MANITOBA FILM & MUSIC may request additional application materials in order to complete the analysis of an application.

APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL REQUIRED DOCUMENTS ARE RECEIVED BY MANITOBA FILM & MUSIC